

LISLE LIBRARY DISTRICT
BOARD MEETING
April 13, 2011

The April Board Meeting was called to order at 7:30 p.m. at the Lisle Library District, 777 Front Street, Lisle, Illinois.

I. Roll call

Present:

Richard Flint - President
Jay French – Vice President
Mary Ellen Durbin – Trustee
Colleen Sehy – Trustee
Teri Hock – Trustee
John Huff – Secretary
Kathy Seelig – Acting Director
Eileen Soliday– Recording Secretary

Absent:

Thomas Hough – Treasurer

Also Present:

Tina McHugh – Resident
Michael McHugh – Resident/Boy Scout
Cathy Melton – Resident/Trustee elect
Ann Lin – Director of Circulation Services
Beth McQuillan – Director of Technical Services
Tatiana Weinstein – Director of Adult Services

II. Opportunity for Visitors to Speak

III. Consent Agenda

- A. Approve Minutes of March 09, 2011 Board Meeting
- B. Approve Minutes of March 09, 2011 Executive Session
- C. Approve Minutes of March 16, 2011 Committee of the Whole Meeting
- D. Approve Minutes of March 17, 2011 Strategic Plan Committee Meeting
- E. Approve Minutes of April 4, 2011 Emergency Board Meeting
- F. Approve Minutes of April 4, 2011 Executive Session
- G. Approve Minutes of April 6, 2011 Committee of the Whole Meeting

- H. Acknowledge Treasurer's Report, 3/31/11, Investment Activity Report, 3/31/11, Current Assets Report, 3/31/11, Revenue Report, 3/31/11, and Expense Report, 3/31/11
- I. Authorize Payment of Bills, 04/13/11

M. Durbin stated the Board Meeting minutes from March 9, 2011, page 4, Unfinished Business, A. Strategic Plan should be amended to read: "M. Durbin and C. Sehy expressed disagreement about how the Strategic Plan process is being conducted."

C. Sehy noted a small clerical error when reviewing the March bills. It has been addressed.

MOTION: J. Huff moved to approve the Consent Agenda as amended. J. French seconded. Roll Call vote – All Aye

IV. Director's Report

- A. T. Hough and C. Sehy reviewed the March bills in April. T. Hough and T. Hock will review the April bills in May.
T. Hough will retire from the Board in May. R. Flint and C. Melton will review the May bills in June.
- B. K. Seelig stated the Library has been awarded a per capita grant in the amount of \$30,257.82.
- C. K. Seelig reported that RAILS, Reaching Across Illinois Library System, has been voted the name for the five library systems merging in July, 2011.
- D. K. Seelig received a copy of the attorney's letter to Corporate Woods about the petition to disconnect. She also spoke to a resident of Tangley Oaks who was unsure of which library they should get a card from after their disconnect. K. Seelig explained the state guidelines to the resident.
- E. The laminated pedestal base for the Jane Belon Shaw memorial statue has been delivered and a plexiglass cover has been ordered.
- F. Two trustees will be attending the Laconi Dinner at Cantigny on April 15, 2011.

V. Assistant Director's Report

K. Seelig reported a printer in Circulation Services has been causing much trouble.

VI. Communications

A. Lin stated the circulation of DVD's has more than doubled since the fee has been removed. Patrons are very happy. Extra copies of new releases have been ordered. Patrons have not complained too much about the increase in fines.

M. Durbin questioned the lower statistics for the circulation of adult print materials. A. Lin stated she caught the trend about six months ago, there are fewer books circulating. CS is watching the trend to see if it is temporary, or an indication of a change in patron reading habits.

B. McQuillan stated TS staff has been working with other departments on the relocation of new materials.

T. Weinstein stated there are more "new" books being circulated; that may be because new materials are now located in four different areas. She also stated a survey is being done on the redesign of the library website; there have been 153 responses to date.

R. Flint asked for a report on National Library Week, April 10 -16, 2011. T. Weinstein stated Lisle Library will be focusing on health and fitness all week. A sign has been made and placed at Main St. and Rt. 53. Patrons are able to win a "I ♥ LLD" t-shirt.

There will be a soccer demonstration, a healthy cooking techniques demonstration, a heart rate monitor workshop, yoga demonstrations and a demonstration of dance movements. There has been much cooperation between Lisle Library and Edward Hospital for these programs.

A. Lin noted that today is ILA Snapshot Day, where participating libraries collect and compile information, comments, and photographs from events in a typical library day. Patrons are being very helpful and cooperative.

R. Flint asked about the TV screen that has been installed at the entrance. K. Seelig stated she is waiting for a HDMI cable that is needed before it can be used to announce library programs and activities as intended.

J. Huff noted one employee retired in April and another will in June. He asked if they received, or will receive any recognition. K. Seelig stated there is a policy about retirement recognition in the employee handbook. She would look at it and report back to the board.

VII. Committee Reports

Finance – There was no Finance Committee meeting.

Personnel Policy – There was no Personnel/Policy meeting. A meeting needs to be scheduled soon to go over staff policies.

Physical Plant – The Physical Plant Committee did not meet, but needs to make final decisions on the roof and landscaping projects.

Steering Committee – The Steering Committee has met twice. J. French explained the committee has put ideas into categories such as place, website, technology, offerings to patrons, staff education, etc. The committee is going to break up into smaller groups to study each of these categories. The next meeting is planned for May 11, 2011.

M. Durbin registered her frustration in the way this project is progressing.

J. French feels that unfortunately, there has been a monkey wrench thrown because there is no director of the library right now. He suggested it would be better to make the strategic planning less specific for the new director coming in.

C. Sehy stated that last month the trustees were told they would get a draft survey. She would like draft survey's sent to all Board members as soon as possible.

M. Durbin noted that the Treasurer's Report showed a good portion of the budgeted money for materials has not been spent yet. T. Weinstein stated that there will be much more spent when the subscription database billings come in and a large portion of YS materials are typically purchased toward the end of the fiscal year.

VIII. Unfinished Business

A. Policy 315: Loan Periods - Second Read

MOTION: C. Sehy moved to approve changes to Policy 315: Lisle Library District Loan Periods. T. Hock seconded. Roll Call Vote – All Aye

B. Policy 650: Use of the Meeting Rooms – Second Read

MOTION: J. Huff moved to approve changes to Policy 650: Use of the Meeting Room. T. Hock seconded. Roll Call Vote – All Aye

C. Policy 907: Public Comment Policy – Second Read

M. Durbin would like to change the wording in this policy somewhat, but she understands the urgency of approving a Public Comment Policy and asked for this to be put on the agenda for the next Personnel Policy meeting.

MOTION: J. Huff moved to approve Policy 907: Public Comment Policy. C. Sehy seconded. Roll Call Vote - All Aye

D. Policy 908: Identity Protection Policy – Second Read

C. Sehy noted that although we do not collect Social Security numbers from patrons, it is asked for on our Job Application Form. She feels this should not be required information until a job offer has been made. K. Seelig stated she would look into it and change the application if necessary.

MOTION: M. Durbin moved to approve Policy 908: Identity Protection Policy. C. Sehy seconded. Roll Call Vote – All Aye

E. Landscape/Hardscape Project

MOTION: M. Durbin moved to approve the Landscape/Hardscape project for a total cost of \$38,000. J. Huff seconded. Roll Call Vote – All Aye

F. Canopy and Lighting

MOTION: J. Huff moved to approve the canopy, lighting, sidewalk repair and railing for a total cost of \$72,600. M. Durbin seconded. Roll Call Vote – All Aye

G. Roofing Project

MOTION: J. French moved to approve the Roofing Project for a total cost of \$142,000. T. Hock seconded. Roll Call Vote – All Aye

H. Approve Budget

There was discussion and suggested amendments to the FY 2011-2012 Budget as follows:

- An increase in Legal Fees to \$25,000.
- A \$1400 error in Sunday hours for Circulation Services which has been corrected.
- An additional \$6,000 for a Replacement Schedule review from the Architect.
- \$ 30,000 for the cost of a Search Firm to look for a new Director.

MOTION: M. Durbin moved to approve the FY 2011-2012 Budget as amended. T. Hock seconded. Roll Call Vote – All Aye

IX. New Business

A. Director's Search

R. Flint stated that the Bill Strecker is no longer the Director of Lisle Library and a search for a new Director must begin. He suggested possibly hiring a search firm or doing an in-house search. He also suggested looking over the Director's job description for any changes.

M. Durbin would like a Search Firm. C. Sehy would like a Search Firm but the job description could be reviewed by Trustees. T. Hock would like a Search Firm but the job description could be reviewed by Trustees. J. French stated that Downers Grove and Fountaindale both hired Search Firms and it took four to five months just to get the job posted online. Not sure about the timeline of hiring a search firm. J. Huff stated the Trustees have too many projects to do right now, a Search Firm is necessary. R. Flint stated he met with the Department Heads and they congratulate K. Seelig for serving as Acting Director, but they strongly wish the Board to know that this situation has been hard on the staff. K. Seelig agreed that the staff has been strained; there is an urgency to this.

It was decided the Board should have a Special Board Meeting on May 11, 2011 at 7:00 p.m. to go over the Director's job description and decide on a search process. K. Seelig stated she would put copies of the job description in each Board members mailbox. She will also research Search Firms and other District Library Directors job descriptions.

MOTION: J. Huff moved to go into Executive Session for 5ILCS 120/2(c)(1) The appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body, including hearing testimony on a complaint

lodged against an employee of the public body, or against legal counsel for the public body to determine its validity. M. Durbin seconded. Roll Call Vote – All Aye

The Board went into Executive Session at 9:10 p.m.

The Board returned to Open Session at 10:00 p.m.

MOTION: T. Hock moved to approve a salary increase for K. Seelig. Retroactive pay of \$1333 per month for six months (\$8000 rounded up from \$7998) to be paid in one lump sum in April, the ongoing \$1333 per month is to be paid every month while she is Acting Director. She will also receive a \$7500.00 bonus at the conclusion of her tenure as Acting Director. When a new Director is hired, K. Seelig will receive a .03 merit raise as Assistant Director. C. Sehy seconded. Roll Call Vote – All Aye

X. Adjourn

MOTION: J. French moved to adjourn the meeting. T. Hock seconded. Voice Vote – All Aye

Meeting adjourned at 10:02 p.m.

Recorded by

Eileen Soliday
Recording Secretary

Approved by the Board of Trustees on the 18th day of May, 2011
Approved by

John Huff
Secretary of the Board